

**Professional Licensing Agency**  
402 West Washington Street  
Room W072  
Indianapolis, Indiana 46204



**Michael R. Pence**  
*Governor of Indiana*  
**Nicholas W. Rhoad**  
*PLA Executive Director*

**INDIANA OPTOMETRY BOARD  
APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS  
OPTOMETRY AND OPTOMETRIC LEGEND DRUG HOURS  
INFORMATION AND INSTRUCTIONS**

**Please read all instructions thoroughly.**

**QUESTIONS**

If you have any questions regarding the application process for continuing education approval you may contact the Indiana Optometry Board at:

Indiana Professional Licensing Agency  
Attn: Indiana Optometry Board  
402 W. Washington Street, Room W072  
Indianapolis, Indiana 46204  
Staff Phone: (317) 234-8800  
FAX: (317) 233-4236  
Staff Email: [pla14@pla.IN.gov](mailto:pla14@pla.IN.gov)  
Web Site: [www.pla.IN.gov](http://www.pla.IN.gov)

**MERGE OF OPTOMETRIC LEGEND DRUG PRESCRIPTION  
ADVISORY COMMITTEE WITH THE INDIANA OPTOMETRY BOARD**

As of July 1, 2006, the Optometric Legend Drug Prescription Advisory Committee (OLDPAC) no longer exists. The Optometric Legend Drug statute and rules were merged into Optometry Statute, IC 25-24, and Optometry Administrative Rules, Title 852. Any function of the OLDPAC Committee is now done under the Optometry Board.

**APPROVAL OF CONTINUING EDUCATION PROGRAMS**

As of July 1, 2006, new provisions were effective regarding the approval of continuing education programs. Under the new statutory provision as listed below, if a program is designed to directly enhance the optometrist's knowledge and skill in providing services relevant to the optometrist's profession or occupation and falls under an "Approved

Organization” it is no longer necessary to submit an application for approval by the Indiana Optometry Board.

Under IC 25-1-4-0.2:

Sec. 0.2. As used in this chapter, “approved organization” refers to the following:

- (1) United States Department of Education.
- (2) Council on Post-Secondary Education.
- (3) Joint Commission on Accreditation of Hospitals.
- (4) Joint Commission on Healthcare Organizations.
- (5) Federal, state, and local government agencies.
- (6) A college or other teaching institution accredited by the United States Department of Education or the Council on Post-Secondary Education.
- (7) A national organization of practitioners whose members practicing in Indiana are subject to regulation by a board or agency regulating a profession or occupation under this title or IC 15.
- (8) A national, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed in subdivisions (1) and (7).
- (9) An internship or a residency program conducted in a hospital that has been approved by an organization listed in subdivisions (1) through (7).
- (10) Any other organization or individual approved by the Board.

Also, under IC 25-1-4-0.5:

Sec. 0.5. As used in this chapter, “continuing education means an orderly process of instruction that is approved by an approved organization or the board that is designed to directly enhance the practitioner’s knowledge and skill in providing services relevant to the practitioner’s profession or occupation.

### **SIXTY (60) DAY DEADLINE FOR OPTOMETRY CONTINUING EDUCATION APPLICATIONS**

As of September 7, 2006, all sponsoring organizations and attendees, who do not fall under IC 25-1-4-0.2 as an approved organization, are required to file an application for approval of optometry continuing education programs **sixty (60) days** prior to the date of the program. There will be no exceptions to this rule.

If you are requesting approval of optometry and optometric legend drug continuing education in the same application you must submit your application **sixty (60) days** prior to the date of the program. If the deadline is not met the Board will deny approval of the optometry continuing education hours. The Board will only be able to consider approval of the optometric legend drug hours.

If you are only requesting approval of optometric legend drug continuing education hours the Board encourages you to submit your application at least sixty (60) days in advance.

## **COPIES OF APPLICATION AND DOCUMENTATION**

If your program does not fall under IC 25-1-4-0.2, sponsoring organizations or attendees are required to submit one (1) original and one (1) copy of the application and one (1) original and one (1) copy of the following documentation: detailed course syllabus or outline, printed Power Point presentation, brochures, evaluation form, and curriculum vitas or resumes.

If the Board does not receive all of the above documentation with the application it will be returned to the sponsor and the program will be denied approval.

## **APPROVAL CERTIFICATES**

Upon approval by the Board, a certificate will be issued and mailed to the Sponsor. Sponsors may go to the Agency's website at [www.pla.IN.gov](http://www.pla.IN.gov) to determine if the application has been received and/or approved.

## **ADMINISTRATIVE RULES FOR CONTINUING EDUCATION REQUIREMENTS**

The rules which pertain to optometry continuing education requirements are located at 852 IAC 1-16 and 852 IAC 2-2. Statutes and Administrative Rules are available to download from the Agency's website at [www.pla.IN.gov](http://www.pla.IN.gov). If you would prefer to have a copy sent to you, please submit your request in writing with a fee of \$3.00 to the address listed below.

## **REQUIREMENTS FOR APPROVAL OF OPTOMETRY CONTINUING EDUCATION HOURS**

### **SIXTY (60) DAY DEADLINE FOR OPTOMETRY CONTINUING EDUCATION APPLICATIONS**

As of July 1, 2006, all sponsoring organizations and attendees, who do not fall under IC 25-1-4-0.2 as an approved organization, are required to file an application for approval of continuing education programs sixty (60) days prior to the date of the program. There will be not exceptions to this rule.

### **CONTINUING EDUCATION HOURS NOT ACCEPTABLE**

The Board has determined that courses in the areas of:

- Practice Management
  - Writing of articles for publication and teaching of courses
- are **not acceptable** for approval of continuing education hours.

## **APPROVAL OF PROGRAMS**

The Optometry Board will approve a course if it determines that the course will make a significant contribution to the professional competency of optometrists who enroll. In determining if a course meets this standard, the board will consider whether the following requirements are met:

- The course has substantial content.

- The course content directly relates to the professional practice of optometry.
- Each faculty member or lecturer who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- The physical setting for the course is suitable.
- High quality written materials, including notes and outlines, are available to all optometrists who enroll at or prior to the time the course is offered.
- The course is of sufficient length to provide a substantial educational experience. Courses of less than one (1) hour will be reviewed carefully to determine if they furnish a substantial educational experience.
- Appropriate educational methodology is used, including, but not limited to, the following:
  - Prepared library packages.
  - Courses of programmed instruction.
  - Active participation and demonstration.
  - Audio-visual materials.
  - An adequate number of instructors are provided for the course. If audio-visual tapes are used as teaching materials, live presentations or discussion leaders must accompany the replaying of the tapes.

#### **RECORD OF ATTENDANCE**

As a condition to approval of programs, the sponsoring organization must agree to provide participants with a record of attendance. The certificate shall state the following:

- The name of the participant
- The name of the sponsoring organization
- The title of the program
- The date of the program
- The location of the program
- The number of continuing education hours awarded.

The sponsor shall retain records of attendance by participants for four (4) years from the date of the program.

#### **CONTINUING EDUCATION PROGRAMS DEEMED APPROVED**

Continuing education programs for optometrists, but not practice management courses, sponsored by the following are deemed approved and no approval by the board shall be required:

- (1) The Indiana Optometric Association and its affiliates.
- (2) The American Optometric Association (AOA).
- (3) The Council on Optometric Practitioner Education (COPE).
- (4) The American Academy of Ophthalmology and its affiliate organizations.
- (5) The American Academy of Optometry and its affiliate organizations.
- (6) Other state optometric associations and their affiliate local societies.
- (7) Regional optometric associations.

- (8) Postgraduate courses offered at any accredited school of optometry.

**REQUIREMENTS FOR APPROVAL OF OPTOMETRIC LEGEND DRUG  
CONTINUING EDUCATION HOURS**

**SUBMISSION OF APPLICATION**

As of July 1, 2006, all sponsoring organizations and attendees, who do not fall under IC 25-1-4-0.2 as an approved organization, are required to file an application for approval of continuing education programs. The Board encourages all sponsors to submit their application at least sixty (60) days prior to the course date for approval of optometric legend drug hours.

**COURSE APPROVAL**

The sponsoring organization must file an application provided by the agency for course work in ocular disease treatment or pharmacology. The application shall include the following:

- (1) Name of lecturer.
- (2) Academic and professional background of lecturer.
- (3) Brief summary of content of program.
- (4) Date and location of program.
- (5) Number of clock hours of continuing education requested.
- (6) Name of the person who will monitor attendance and the manner in which attendance will be monitored.
- (7) Any other pertinent information required by the committee.

As a condition to approval of programs, the sponsoring organization must agree to provide participants with a record of attendance and to retain records of attendance by participants for four (4) years from the date of the program.

**STANDARDS FOR APPROVAL; LENGTH OF APPROVAL**

The Board approves the following courses:

- (1) Courses that meet all the requirements of this rule.
- (2) Courses for which the sponsoring organization provides satisfactory documentation that the Council on Optometric Practitioner Education (COPE) has approved the course in the areas of ocular pharmacology or ocular therapeutics. Any Board approval based on such COPE approval will cease immediately upon notice from COPE that approval of the course has been discontinued for any reason.

The Board will approve a course if it determines that the course will make a significant contribution to the professional knowledge of optometrists in their understanding of:

- (1) ocular pharmacology (PH); or
- (2) ocular therapeutics in the areas of:
  - (A) anterior segment (AS);
  - (B) systemic and ocular disease (SD);
  - (C) posterior segment (PS);
  - (D) glaucoma (GL); or
  - (E) postoperative care (PO).

In determining if a course meets this section, the Board will consider the following:

- (1) The course has substantial content.
- (2) The course content directly relates to ocular pharmacology or ocular therapeutics.
- (3) Each faculty member who has teaching responsibility in the course is qualified by academic work or practical experience to teach the assigned subject.
- (4) The physical setting for the course is suitable.
- (5) High quality written materials, including notes and outlines, are available to all optometrists who enroll at or before the time the course is offered.
- (6) The course is of sufficient length to provide a substantial educational experience. Courses of less than one (1) hour will be reviewed carefully to determine if they furnish a substantial educational experience.
- (7) Appropriate educational methodology is used, including, but not limited to, the following:
  - (A) Prepared library packages.
  - (B) Courses of programmed instruction.
  - (C) Active participation and demonstration.
  - (D) Audio-visual materials.
  - (E) Workshops with live presentations of clinical cases.
- (8) An adequate number of instructors is provided for the course. If audio-visual tapes are used as teaching materials, live presentations or discussion leaders must accompany the replaying of the tapes. Once a course is approved under this section, the course is approved for four (4) years from the date of initial approval if the:
  - (1) instructor remains the same; and
  - (2) course content remains essentially the same in substance.

**OPTOMETRY AND OPTOMETRIC LEGEND DRUG CONTINUING EDUCATION**  
**APPLICATION INSTRUCTIONS AND DOCUMENTATION REQUIRED**

**SIXTY (60) DAY DEADLINE FOR OPTOMETRY CONTINUING EDUCATION APPLICATIONS**

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If you are requesting approval of optometry and optometric legend drug continuing education in the same application you must submit your application sixty (60) days prior to the date of the program. If the deadline is not met the Board will deny approval of the optometry continuing education hours. The Board will only be able to consider and approve the optometric legend drug continuing education portion.

If you are only requesting approval of optometric legend drug continuing education the Board encourages you to submit your application at least sixty (60) days in advance.

**COPIES OF APPLICATION AND REQUESTED DOCUMENTATION**

Sponsoring organizations are required to submit the following:

1. One (1) original and one (1) copy of the application.
2. One (1) original and one (1) copy of a detailed course syllabus or outline or a printout of the Power Point presentation.
3. One (1) original and one (1) copy of the brochure, evaluation form, and curriculum vitas or resumes.

If the Committee does not receive one (1) original and one (1) copy of the application and all of the requested documentation, the application will be returned to the sponsor and will be denied approval.

#### **MAIL**

Mail completed application and documentation to:

Indiana Professional Licensing Agency  
Attn: Indiana Optometry Board  
402 W. Washington Street, Room W072  
Indianapolis, IN 46204

#### **QUESTIONS**

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